ALCOHOLIC BEVERAGES DIVISION
State of Iowa

eLAPS
Licensing and Permitting System

Iowa ABD eLAPS
Local Authority Quick Reference Guide (QRG)

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Introduction

ABD's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Local Authority Users verify and endorse the applications for further processing to Iowa ABD Staff.

This Quick Reference Guide (QRG) describes the actions and resources available to Local Authorities.

Logging in

Local Authorities should have accounts automatically set up for them.

If they are not registered, they can click "Not an Owner" (on top of the Registration form) and fill out a ticket for their credentials or contact ABD directly. They cannot register as a user in the portal without contacting ABD or creating a ticket.

'Not An Owner' option on top of the form (magnified below).

Local Authorities can submit a ticket to request an account.

License Review

You'll see a list of applications that need your attention. Click on 'View' to proceed.

APPLICATION ...	LICENSE NUMB...	STATUS	DBA	LICENSE TYPE	APPLICATION T...	AMENDMENT T...	
App-001051	BC0000005	Active		Class C Beer Permit	New		▼
App-001132	LB0000002	Active	The FNG	Class B Liquor License	New		▼
App-001134	BW0000001	Active	Spackler Inc.	Special Class C Liquor License	New		
App-001137	LB0000002	Active	The FNG	Class B Liquor License	Renewal		
App-001140	LB0000002	Submitted to Local Authority	The FNG	Class B Liquor License	Amendment	Outdoor Service	▼
App-001166	LA0000007	Active	LA Retested	Class A Liquor License	New		▼
App-001325	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Privilege	▼
App-001334	BW0000001	Submitted to Local Authority	Spackler Inc.	Special Class C Liquor License	Amendment	Add Sub-Permit	▼
App-001416	LC0000009	Active	Spackler Inc.	Class C Liquor License	New		▼

Dropdown menu:
View
Create Revision Request
Incorrect Local Authority Selected
Preview License

Step 1: Review all the details provided by the Applicant before filling in the Local Authority Details.


Click **Next** to proceed.

Step 2: Review the License/Permit Type. Click **Next** to proceed.

Step 3: The last step is to Attest/Endorse the details you have just verified and entered. You'll need to attest that the information you have entered is true to your knowledge. Click on **Submit**.

You will be shown a Success message and a 'Back to Dashboard' hyperlink (top left)

just above the message.
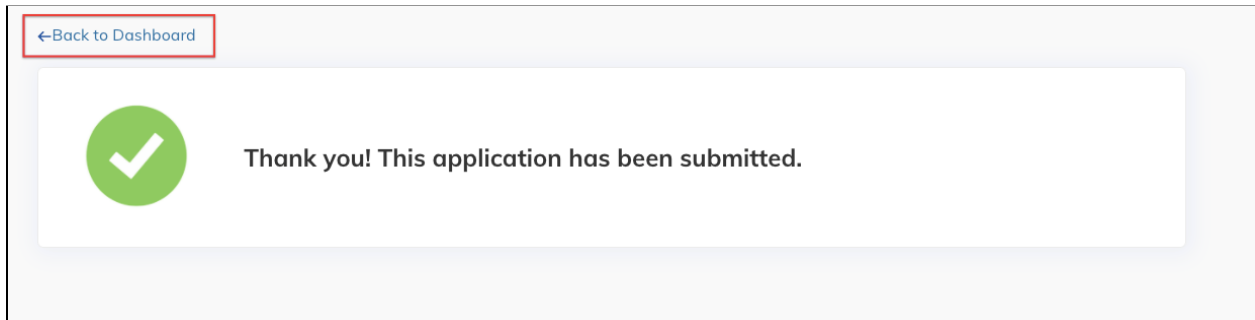
Dashboard

From the Dashboard, you can 'Create a Revision Request' if the Application details are incorrect.

Fill out the details in the pop up form to create a revision request. Click on Create. The request will be reflected on the Applicant's dashboard as an Action button.

This concludes the Local Authority QRG.